**Risk Incident Notification Template**

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|  | **RISK INCIDENT ESCALATION** | **Rating** |
| **Incident Information** |
| **Incident Reference:** |  |
| **Incident Title** |  |
| **Incident status:** | Open / Closed  |
| **Incident Description:** |  |
| **Date Incident Identified:** |  |
| **Date Distributed:** |  |
| **Incident Owner:** |  |
| **Confidential i.e. NDA in place:**  |  |
| **Business Impact** |
| **Impacted Business Areas / Customer(s):** |  |
| **Incident Category**  | See Below for Categories |
| **Incident Impact or Potential Impact** |  |
| **Root Cause Analysis**  |
| **Root Cause:** |  |
| **Actions (to close or manage the incident)**  |
| **Action Description**  | Actions already undertaken to address immediate issue/impact:*
 |
| Actions already undertaken to address root cause of issue/event: |
| Proposed Actions (provided by individual raising risk incident) to address immediate issue/impact: |
|  | Proposed actions to address root cause of issue/event: |

# Potential Incident Categories:

## Consider the area of maximum potential impact from the following;

## Financial

## Reputational

## Legal

## Regulatory

## Sales

## Operational (Disruption)

## Productivity (Loss of staff)

## Project (Delay)

## Data (Data compromise)

## Customer Harm/Impact